



Diabetes Network Leadership Team *Roles and Responsibilities*

VOTING MEMBER

Only one voting member is allowed per organization

1. Governs body of the Washington State Diabetes Network and is responsible for the ongoing development, implementation, and evaluation of the DEAR.
2. Provides leadership and policy direction for the Washington State Diabetes Network; establishing the process and criteria for determining implementation priorities from the DEAR; establishing committees, task forces, and other groups as needed to implement the DEAR; and communicating statewide priorities and recommendations.
3. Establishes the process for updating the DEAR as changing conditions warrant (e.g. advances in science, shifts in the burden of diabetes in Washington, etc.).
4. Reviews and approves committee work plans, and work plans of other task forces or groups convened by the Leadership Team, at least once every two years.
5. The Leadership Team is responsible for reviewing and approving all recommendations that emerge from its committees, task forces and other groups convened by the Leadership Team.
6. Reviews and updates the bylaws on a biannual basis; and ensuring the Leadership Team is in compliance with established bylaws.
7. *Attends a majority of Leadership Team meetings in a calendar year (75%).*
8. *Votes to elect chair and vice-chair of the Leadership Team.*
9. *Votes to adopt or reject bylaws and bylaw amendments.*
10. *Serves on a minimum of one of the committees/workgroups of the Leadership Team.*
(Provider/Clinical Systems, Program Development, Employer/Workplace, Disparities)
11. *Attends monthly conference calls to address goals and objectives of assigned workgroup.*
12. Actively works to address one or more of the goals in the DEAR.
13. Communicates their organization's or coalition/regional network's viewpoints to the Leadership Team and informs their organization or coalition/regional network of Leadership Team decisions and activities.
14. Supports implementation of the DEAR by taking specific action within the member's own organization, coalition or regional networks, or in collaboration with other members or member organizations to help achieve one or more of the Leadership Team's priorities on a regular basis.
15. Agrees to support and participate in efforts to evaluate implementation activities and to assess effectiveness in achieving DEAR objectives and goals.
16. Retains the right to resign their membership at any time.

I, _____, commit to the above roles and responsibilities as a *voting member* of the Diabetes Network Leadership Team (DNLTL).

Date Signed: _____



Diabetes Network Leadership Team

Roles and Responsibilities

NON-VOTING MEMBER

1. Governs body of the Washington State Diabetes Network and is responsible for the ongoing development, implementation, and evaluation of the DEAR.
2. Provides leadership and policy direction for the Washington State Diabetes Network; establishing the process and criteria for determining implementation priorities from the DEAR; establishing committees, task forces, and other groups as needed to implement the DEAR; and communicating statewide priorities and recommendations.
3. Establishes the process for updating the DEAR as changing conditions warrant (e.g. advances in science, shifts in the burden of diabetes in Washington, etc.).
4. Reviews and approves committee work plans, and work plans of other task forces or groups convened by the Leadership Team, at least once every two years.
5. The Leadership Team is responsible for reviewing and approving all recommendations that emerge from its committees, task forces and other groups convened by the Leadership Team.
6. Reviews and updates the bylaws on a biannual basis; and ensuring the Leadership Team is in compliance with established bylaws.
7. Actively works to address one or more of the goals in the DEAR.
8. Communicates their organization's or coalition/regional network's viewpoints to the Leadership Team and informs their organization or coalition/regional network of Leadership Team decisions and activities.
9. Supports implementation of the DEAR by taking specific action within the member's own organization, coalition or regional networks, or in collaboration with other members or member organizations to help achieve one or more of the Leadership Team's priorities on a regular basis.
10. Agrees to support and participate in efforts to evaluate implementation activities and to assess effectiveness in achieving DEAR objectives and goals.
11. Retains the right to resign their membership at any time.

I, _____, commit to the above roles and responsibilities as a *non-voting member* of the Diabetes Network Leadership Team (DNLT).

Date Signed: _____